

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



REQUEST FOR INFORMATION (RFI)

TO: POTENTIAL RESPONDENTS

RFI Number: DCPO-2007-I-0046

Caption: Document Management System

Issuance Date: April 30, 2007

Due Date: May 14, 2007

The Government of the District of Columbia (“District”), Office of Contracting and Procurement requests written expressions of interest from respondent entities (“Respondent”) with expertise in providing records and document management support to local or federal government agencies, to conduct a contract file inventory, provide an electronic database web application to capture, control, store and track the location contract files.

The Contractor shall provide the responses in accordance with Attachment A.

Treatment of RFI Responses and Respondents

This is not a Request for Offers. Rather, following review of the RFI responses, the District may prepare one or more Solicitation of Offers for document management services. District expects to issue a Request for Proposal (RFP) during FY 2007.

The District encourages parties interested in being considered to express their interest in writing before the deadline. All respondents to the RFI will be invited to respond to any subsequent solicitation. However, the District reserves the right to invite other parties to respond to such solicitations.

The District recognizes that some respondents may consider that disclosing their interest and ideas could compromise competitive advantage should they ultimately decide to respond to a subsequent solicitation. The District considers responses to this RFI as part of its outreach and research effort; and as such, more in the nature of a survey.

The District will generalize public disclosure of information in responses into categories, grouped and otherwise described in a way that does not link particular characteristics and ideas to a particular respondent.

The District will make an effort to generalize descriptions of program ideas and impacts in a way that does not disclose specific and detailed descriptions. Respondents' written requests to remain unidentified will be honored. Individual responses will not be shared with the public or other respondents.

The District intends to use the information in the responses to establish parameters and requirements included in a solicitation. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

The District assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that the District assumes no such responsibility or liability.

SUBMISSION OF RESPONSES

It is not the intention for this RFI to be an extensive or expensive undertaking for Respondents. Rather, thoughtful and concise ideas and descriptions are desired. The District anticipates a response of twelve (12) or less pages to be generally sufficient. Glossy production quality and expensive productions are neither desired nor required.

The RFI responses should be prepared according to the instructions listed below:

The Response must be submitted on 8.5" by 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted, unless otherwise directed in writing. The Response should include the following information:

A. Database Web Application

Describe the relevant characteristics of database web applications that the respondent may propose for use by the District;

B. Level of Effort

Describe in quantitative terms, the level of effort that it would take to complete this project.

C. Pricing

Respondents should indicate price range for proposed database web application(s) and associated services as outlined in Attachment A.

4. Hand Delivery or Mailing of Responses

Delivery or Mail to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 703 South, Bid Counter Room
Washington, D.C. 20001

Attention: Lisa Lovelace, Contract Specialist

5. Proposal Submission Date:

The closing date for receipt of responses is May 14, 2007 on or before 2:00 p.m. local time to the address listed above.

Questions may be referred to Lisa Lovelace via email at lisa.lovelace@dc.gov. Questions regarding this Request for Information must be received in writing no later than 10:00 a.m. on May 9, 2007.

Attachment

ATTACHMENT A STATEMENT OF WORK

OFFICE OF CONTRACTING AND PROCUREMENT

C.1 SCOPE:

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), is seeking a contractor, experienced in providing records and document management support to local or federal government agencies, to conduct a contract file inventory and provide an electronic database application with contract file locator capability to track the location of contract files, capture, control, store, and identify file retention/destruction of records.

This project will be conducted in two phases:

Phase 1 – Contract File Inventory

The contractor shall conduct an inventory of all OCP contract files located in OCP's centralized file room and other locations, and capture relevant information regarding each file in a database system.

Phase 2 – Contract File Organization

The contractor shall organize the files in accordance with the approved filing method and train OCP staff on the selected database web application.

C.1.1 APPLICABLE DOCUMENTS

The following OCP policies are pertinent to this procurement. The documents are available in hard copy and will be made available, if needed, upon contract award.

Item No.	Document Title	Date
Number 1	DC General Retention Schedules	1985
Number 2	OCP Contract File Maintenance Policy	2007

C.1.2 DEFINITIONS

- C.1.2.1** Contract Files – For this procurement the term “Contract Files” is used to refer to both purchase order (small transaction) and contract (large transaction) files.

C.2 BACKGROUND

The Office of Contracting and Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 and provides contracting services for selected agencies and offices in the District. The mission of the Office of Contracting and Procurement is to provide contracting and procurement services and personal property management to District agencies so they can have the quality goods and services they need to accomplish their missions in a timely and cost-effective manner.

Currently there is no single or centralized database that contains information on all contract files. OCP uses an automated procurement system known as PASS (Procurement Automated Support System) which contains a record of most procurement transactions, purchase orders (PO), but does not capture information on contracts. Generally each contract for large transactions has a PO associated with it. Small transactions are made by PO only. In FY 2006, approximately 21,000 transactions were made; in FY 2005, approximately 20,000 transactions were made. In FY 2007, OCP expects to make approximately the same number of transactions as in previous years.

OCP began efforts to collect and centralize its contract files but does not have accurate information about the entire contents of the central file room. The contract files fit into one of three categories:

1. Current/Open contract files (to be located at OCP headquarters)
2. Closed files (to be retained at the Federal Records Centers or DC Archives)
3. Files ready for destruction (to be destroyed in accordance with the DC General Retention Schedule)

All contract and PO files will need to be inventoried. The inventory will cover all contract and PO files.

- The PO files are maintained in a two-part manila folder and are usually no more than about one-half inch thick;
- Large Contract Files are contained in a 6-part brown contract file folder. These files vary in size; anywhere from one-half inch to several volumes and are generally labeled as Volume 1 of.

The contractor database must be compatible with industry standards for relational database management systems (RDBMS) and compatible with the implementation of additional administrative services modernization program (ASMP) modules. ASMP is a District-wide business transformation project; it focuses on processes, policies, organizational improvements and business areas within the District government. The new business processes shall flow horizontally instead of vertically through all agencies.

Relational DBMS is a special system software that is used to manage the organization, storage, access, security and integrity of data. This specialized software allows application systems to focus on the user interface, data validation and screen navigation.

C.3 REQUIREMENTS

C.3.1 GENERAL

The Contractor shall submit a project schedule indicating completion time for each phase.

C.3.2 PHASE 1 – CONTRACT FILE INVENTORY

C.3.2.1 The Contractor shall conduct an inventory and perform data entry of all contract files at various OCP locations listed below and load the data onto a database web application. The contractor may utilize existing resources (database applications, reports, manually maintained records, etc.), to capture and validate completeness of inventory.

1. **OCP Headquarters (HQ)** – 441 4th Street, NW, Suite 700S
 - ? Core of Organization
 - Centralized file room located on 7th Floor
 - OCP/OCTO files located on the 9th Floor
 - OCP/DC Government Preparedness files located on the 7th Floor
 - OCP/IPT Construction files located on the 7th Floor
 - DC Supply Schedules files located on 7th Floor
2. **OCP locations (Off-site)**
 - Department of Public Works – 2000 14th Street, NW, 6th Floor, Washington DC (Reeves Center)
 - Department of Transportation – 2000 14th Street, NW, 6th Floor, Washington, DC (Reeves Center)
 - Department of Human Services – 65 New York Avenue, NW, 6th Floor, Washington, DC
 - University of the District of Columbia, 4200 Connecticut Avenue, NW, Building # 39, Washington, DC 20009

C.3.2.2 The contractor shall provide a database system application that is compatible with RDBMS industry standards for tracking contract files. The application shall include the following capability:

- a. Web Based
- b. Industry Standards for RDBMS

- c. Concurrent Users License
- d. Advanced Data Element Search capability
- e. Ability to add/modify records
- f. Ability to delete records
- g. Ability to archive records
- h. Roles capability
- i. Serial Number/Bar Code Capability (optional/price out separately)
RFID
- j. Data Security Management

C.3.2.3 The contractor shall perform data entry and capture in the database, at minimum, the following database elements:

- a. Contract file locations (e.g., OCP-HQ DHS, DPW, DDOT, UDC)
- b. Fiscal Year
- c. Agency Name
- d. Caption
- e. Award Date
- f. Expiration Date
- g. Dollar Amount
- h. Vendor Name
- i. Purchase Order Number
- j. Contract Number
- k. Requisition Number
- l. Closeout Data

C.3.2.4 The Contractor shall provide sufficient personnel resources to complete the inventory and data entry of all OCP files.

C.3.2.5 The contractor shall be responsible for packing up and labeling of existing files, at OCP-HQ only, in a manner that will allow for easy retrieval of the files while the file room equipment is being installed.

C.3.2.6 The contractor shall provide database technical support, post maintenance and enterprise license.

C.3.3 PHASE 2 – CONTRACT FILE ORGANIZATION

C.3.3.1 The contractor shall be responsible for organizing the files and placing the files in the agreed upon order and sequence for location and identification method in the OCP centralized file room. The primary filing hierarchy at OCP-HQ shall be by Agency, Fiscal Year, Vendor Name, Purchase Order Number and Requisition Number. Where there is no purchase order number, the files and any associated proposals, etc., will be place in sequential contract file number, using the Vendor Name.

- C.3.3.2** The contractor shall provide training on the database system application to OCP staff in accordance with the approved project schedule.
- C.3.3.3** The contractor shall provide training manuals or reference materials for use and reference of the application.